

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

WINDOW/ DOORS REPLACEMENT CHECKLIST

We require 2 sets of plans/surveys Packaged and stapled together

Required

- ☐ Copy of contract if submitted by a contractor.*
- ☐ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ☐ 2 Drawings of the footprint of the building showing the location of each opening that is to be replaced.
Please number the openings to coincide with the installation forms and provide the length and width of the structure.
- ☐ 2 sets of Products approvals for each type of window used and each component
- ☐ Completed Building Permit Applications with Notarized Signature on Applications
- ☐ 2 sets of completed Davie Window Installation forms w/ wind load charts.
- ☐ Contractors- A Copy of all application licenses (Competency & Occupational) original
insurance certificates for Workman's Comp and General Liability
- ☐ Disclosure Statement - if submitted as on owner / builder application.
- ☐ Waste Management agreement form must be signed by the contractor and notarized.
- ☐ Affidavit of Awareness Homeowners Association form must be signed by owner and notarized.*
- ☐ Plan check fee, see fee schedule item #13 required at time of submittal *

_____Contractors Signature

_____Owner signature required if applying for an owner builder permit